



**PARENT HANDBOOK**  
**2007**

## **ST MICHAEL'S COLLEGE PARENT HANDBOOK 2007**

### **FOREWORD**

The aim of this handbook is to provide you as parents/guardians with insights into the nature of St. Michael's College and to offer guidance with respect to rules, policies and procedures. We anticipate that this document will assist families to follow the correct procedures necessary for smooth transition into St Michael's College.

Our College has established a fine reputation, providing a complete education from Prep School to Year 7. The College is a small, independent, co-educational primary school set in peaceful bush surrounds and offers a balanced curriculum.

The dedicated staff of St. Michael's College endeavour to give the children a sound academic education, as well as encouraging them to participate in music, drama, dance, physical education and sport. The students are also taught to understand and respect each other with the development of spiritual virtues based on Christian ethics. Developing a love of nature has also played an important role in education at St. Michael's College, with environmental conservation practices now becoming an integral part of our school life.

We believe that the education of your child is a partnership between you as parents and the College Staff. Rules that may appear to be restrictive to both students and parents are designed to protect and safeguard the wellbeing of the students, staff and our facilities and we anticipate your assistance in supporting our College ethos.

The Parent Handbook will continually be updated and developed as the College grows and pioneers its way to the forefront of best educational practices.

Sister Veronica  
PRINCIPAL

# ST MICHAEL'S COLLEGE PARENT HANDBOOK 2007

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### ABSENT FROM SCHOOL

If a student is absent from school a parent/guardian should contact the school by phone, fax or E mail by 9am. A separate brief note should be handed in to the class teacher when the student returns.

### ACCIDENT PROCEDURE

In the event of an accident involving a student, staff will take appropriate action, which may vary from assisting the student to move to the First Aid Room (Sick Room), to arranging for an ambulance to convey the injured student to hospital. Parents/guardians will be notified as soon as possible.

If the student is in the sick room parents will be asked to collect them as soon as possible. See SICK ROOM.

### ANTI-RACIAL DISCRIMINATION POLICY

St Michael's College policies have been developed in line with anti-discrimination laws and issues so that they do not discriminate against any person on the grounds of race, age, gender, religion or disability. See Appendix B.

### ASSEMBLIES

Assemblies for Years 1-7 take place each Wednesday in the Performing Arts Complex (PAC) beginning at 8.30am. A bell will ring for the Infant School at 8.20am so that the students can take their seats in the PAC for a prompt start. Years 4-7 arrive at Assembly with their class teachers.

Prep schoolers join us for assemblies in Term 2.

All parents, family members and friends are welcome to attend weekly Assemblies.

### ASSOCIATIONS

#### P&F ASSOCIATION

The Aims & Objectives of the Association are:

- To promote the welfare of the College and its students;
- To provide means of communication between parents, staff and the wider Community; and
- To assist towards the care, maintenance and provision of facilities for the College.

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The Association is an incorporated body and is governed by a constitution approved by parents of the School. A copy of the constitution is available on request.

Membership is automatic to parents/guardians of students or past students of St Michael's College, members of staff, and others who are interested in the welfare of St Michael's College.

Meetings are at the College on the first Monday of each month, during Term time only, and are listed in the School Calendar. Currently meetings start at 7.30pm. The Annual General Meeting (AGM) of the Association is held in March every year.

For more opportunities for parents to contribute to supporting the School see VOLUNTEERS.

### **BULLYING, HARASSMENT & INTIMIDATION**

The School has a policy statement in place to ensure that students, parents and staff are not subjected to bullying, harassment or intimidation of any kind, whether physical, verbal or implied in the School. All such incidents are to be reported to a staff member.

In line with recent legislation, the Principal has the right to remove any person from the College campus or at any College related activity if it is in the best interest in terms of safety and security.

### **BUSES**

See TRANSPORT

### **CALENDAR**

A School Calendar is produced at the start of each year listing the major events scheduled for the School. It also contains Term dates and other details. It is distributed to all students and families.

### **CAMPS**

The School has an established program of camps and leadership/citizenship days for students from Years 2 to 7. Although venues and dates may change with availability, the proposed program is shown below, which may alter from year to year:

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Year	Term Date	Venue	Duration
2	3	Underwater World	Overnight stay
3	1	Currumbin Wildlife Sanctuary	1 day and overnight stay
4	2	Camp Warrawee	2 nights away
5	4	Mapleton Resort	2 nights away
6	2	Emu Gully Adventure Camp	4 nights away
7	3	Sydney, Canberra and the Snow	Flying for 5 days away

### CHANGE OF ADDRESS/PHONE NUMBER/FAMILY CIRCUMSTANCES

Parents/guardians should advise the School of changes as soon as possible. This includes mobile phone numbers as well as home details. Any change of details should be advised either in writing or by a phone call to the Office. It is critical that the School has correct details at all times so that parents can be contacted in emergencies.

If family circumstances alter it may be appropriate for contact to be made with the Principal, so that the School is clearly cognisant of the situation and can act in the best interests of the student. This is vitally important if a court order is in place. See COURT ORDERS

### CHAPEL OF ST MICHAEL'S

The Chapel of St Michael's is the hub of the spiritual life for the members of the St Michael's Community and the wider Caboolture Shire and is used by the students at the start of each Term and at various other times during the year.

Regular Chapel Service times:

9.30am Chapel for Year 4-7 and 10am Year 1-3 (Preps in Semester 2)

9.30am Holy Communion each Sunday

6.45pm Evensong each Sunday evening.

7.30pm Benediction (Latin) Alternate Thursdays commencing 18<sup>th</sup> January

7.30pm Lent and Advent Meditations (during the relevant season)

### CHAPLAIN

The School has a Chaplain - Father George who is available for consultation with families on any matter. The Chaplain at St Michael's College takes an active role in the welfare of both staff and students. The Chaplain should be advised of situations where visiting, counselling, administering of the sacraments (including Marriages, Baptisms and Funerals) or other help might be needed. Members of families are always free to come to the Chaplain for help or advice, or to seek special prayers. They should have no hesitation in asking the Chaplain to visit them at home or in hospital. This is an essential part of the overall pastoral care of members for families.

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### COMMUNICABLE INFECTIONS & ILLNESSES

There are situations where it is not only advisable but also mandatory that students with infections or illnesses should be isolated and kept away from school. Full details are listed for guidance for parents in Appendix C.

### COMMUNICATION – Home to School

The following will cover most daily needs. If a situation arises which is out of the ordinary the point of contact should be the Office.

#### Messages to students:

Although the School is happy to work with families in most instances, it is not possible for personal messages to be delivered to the classroom other than in a genuine emergency. Families are encouraged to maintain efficient and timely lines of communication between their members so that appointments and pick-up details are established prior to setting off for the day.

#### Routine matters:

Contact the Office to make an appointment with the class teacher or send a note via your child. This also applies to concerns about lost property.

#### Student absence:

If absence is unavoidable through illness or other cause, the parent/guardian is asked to phone the Office. A note of explanation must be handed to the class teacher immediately upon the student's return, even if the absence is of one day's duration.

#### Behavioural/attitude concerns:

Contact the Office to make an appointment with the class teacher.

#### Staff matters:

If you have concerns about matters related to staff behaviour, contact the Principal.

#### Extended leave:

Write to the Principal.

#### School Fees:

Contact the Business Manager.

### COMMUNICATION – School to Home

The School communicates with the home by a number of methods:

- The weekly newsletter is emailed to those parents who request it every Thursday and a hard copy is sent home on Wednesdays to those parents who prefer it. The newsletter contains information from the School about

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upcoming events and other matters, especially sports information, notices from the Association and reports about recent events.

- Parent/Teacher interviews are arranged at various times. If there is a particularly urgent problem teachers may arrange to meet with parents. See PARENT/TEACHER INTERVIEWS.
- Year Book – Is the annual School Magazine that includes reports of activities within the school. Each family will receive a complimentary School Magazine at the end of the year or early in the following year.
- School's Web Site – [www.schools.ash.org.au/smccab/default.htm](http://www.schools.ash.org.au/smccab/default.htm)

### COMPUTER & ELECTRONIC EQUIPMENT USE

The provision of computing facilities for use by students is subject to certain conditions. An Acceptable Use Policy, in the form of an Agreement, appears in the enrolment package and the full version attached. See ACCEPTABLE USE POLICY FOR USERS OF INFORMATION TECHNOLOGY, Appendix D.

### COURT ORDERS

If a restraining order is in place then the custodial parent is to contact the Principal or Deputy Head to clarify the responsibility of the School in the matter. This detail will be notified only to such staff as are necessary to discharge the School's responsibilities. Should a situation occur the School will only release the student once the custodial parent has been notified unless written advice has already been received. The School MUST be notified in writing of any changes to a restraining order accompanied by a copy of the relevant court order.

### DAILY TIMETABLE

School commences at 8.45am with the ringing of the first bell at 8.40am. Morning tea is at 11am after 2.25 hours of an uninterrupted prime learning time. Students have two 40 minutes breaks which can comprise of (after eating) choir, sports practice, rehearsals for eisteddfods, musicals, band etc. The day finishes at 2.55pm, when students assemble in the PAC/grassy area between Block A and B, to be collected by parents. Students catching the Bribie bus will sit in a separate designated area.

### DEBATING

See EXTRA CURRICULA ACTIVITIES

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### DIARY

Students from Years 4 to 7 use a Student Diary.

A complete record of homework, assignment work and study activity is to be maintained by all students.

### DRESS CODE

A high standard of dress and appearance amongst the students of the School benefits both the individual and the School as a whole, and promotes a good image in the eyes of the public. The following uniform regulations apply, without exception.

- All items of uniform must fit and be worn correctly to and from School on all occasions, including when visiting a shopping centre or other places after students leave school.
- The School tie is worn at all times with the boy's Year 6/7 formal uniform.
- All uniform items and valuables brought to school must be marked clearly with the student's name. Hats should be named inside the lining or inside the crown, **not** on the brim.
- The School maroon pullover is the winter wear for both girls and boys.
- All students must report to classes, assemblies, excursions etc correctly dressed each day.
- When it is essential that a student wear something other than the correct uniform, eg. because of injury or illness, the Principal must be consulted for advice on what is acceptable.
- The wearing of jewellery is restricted. Boys and girls may wear a watch or (medical bracelet if necessary). A cross, or religious symbol on a simple neck chain is permissible. Girls may also wear plain, gold studs or sleepers (one per ear in the earlobe).
- No make-up is to be worn with the School uniform, including nail polish.
- Correct uniform for sports days is maroon and blue polo shirt, blue unisex shorts with school emblem, white sport's socks with maroon stripes, plain, black, lace up joggers and the maroon College hat for both boys and girls in Year 1-5. Year 6/7 students wear their blue 'surf hat'.
- Girls are required to wear the College bow tie for the duration of the day. Single for Year 1 – Year 5 and double for Year 6/7.
- All items of uniform are to be permanently labelled with the student's name.

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- **BAGS**

From 2008, all students in Prep to Year 7 are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside. New students enrolled in 2007 are required to have the School bag.

- **HAIR**

Hair must be kept clean, well groomed, of conservative length and cut, and of the **student's natural colour**. Boys hair may not be longer than the top of the collar. Girls with hair longer than the top of the collar must tie their hair up off the collar using ribbons or fasteners in College colours of maroon available at the Uniform Shop.

- **HATS**

The prescribed College hat is to be worn to and from school and on all occasions when students are outside. Students who do not have a hat will be kept on verandahs during lunch breaks. Hats should be named inside the lining or inside the crown, not on the brim.

- **SHOES**

Plain, black, low-heeled, polished leather, lace-up school shoes are to be worn by all Year 1 – Year 7 students. Shoes must be clean and polished at all times. Preps wear plain, black, joggers with Velcro all year, and the white College socks with marron stripes.

- **WINTER UNIFORM ADDITIONS**

There are very few days in winter when our climate becomes cold enough for it to be necessary for long grey trousers to be worn (these are being phased out). Beige (skin coloured) tights are permissible for winter wear. Girls should wear them without their white ankle socks but they need to bring a pair of socks to wear if they get hot later in the day and wish to take them off.

- **SPORTS UNIFORM**

St Michael's College sport's polo shirt. St Michael's College maroon broad brimmed hat for Years 1 – 5, blue 'surf hat' for Years 6/7. St Michael's College blue unisex shorts with school emblem. White with maroon stripped St Michael's College socks and clean laced up black joggers. The Preps do not have a regular sport's uniform until they are in Year 1.

- **INTERHOUSE SPORTS CARNIVALS**

For inter-house athletics, carnivals and events children wear their new House coloured polo shirt with house name (DONATI: red/white, HALLEY: gold/black, TEBBUTT: green/purple) rather than a St Michael's College sports shirt, otherwise the uniform is their regular sport's uniform. The new shirt will be available at school uniform shop on the campus.

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### ▪ **SWIMMING**

Board shorts are not acceptable when swimming in competitions or at Swim School. From 2007, the College togs are available from the College Uniform Shop and **must** be worn for any School Swimming event/program. Swim shirts are allowed. For inter-house swimming children will wear the same swimming wear that they use for Swim School but because it is competitive swimming the sun shirt is not required. House polo shirts, hats and sunscreen should be worn when not actually competing.

### ▪ **CARNIVALS OUTSIDE THE SCHOOL - Swimming**

In competitions, St Michael's College "speedo" type blue swimming togs must be worn with a St Michael's College swimming cap. Girls are to wear their blue School togs. When travelling to carnivals the following uniform should be worn: St Michael's College maroon broad brimmed hat for Years 1-5, blue 'surf hat' for Years 6/7, St Michael's College sports polo shirt, St Michael's College blue unisex sports shorts with school emblem, St Michael's College white with maroon striped sports socks and clean laced up black joggers. Sunscreen needs to always be applied.

### ▪ **CARNIVALS OUTSIDE THE SCHOOL - Athletics Carnivals**

When travelling to carnivals the following uniform should be worn: St Michael's College maroon broad brimmed hat for Years 1-5, blue 'surf hat' for Years 6/7, St Michael's College sport's polo shirt, St Michael's College blue unisex shorts with school emblem, St Michael's College white with maroon striped sport socks and clean laced up black joggers. Sunscreen needs to always be applied.

St Michael's College black bike pants can be worn instead of the unisex shorts **only** when competing on the field. Competitors are permitted to run bare footed. Athletics spikes may be worn for events other than 800 metres, relays and high jump, however rules apply to the wearing of spikes.

## DRUGS ADMINISTRATION – Pharmaceutical & Medicinal

Students who need to bring prescription drugs to school as part of a course of medication are to leave them at the Office accompanied by letters from the Parent and Medical Practitioner addressed to the Deputy giving staff permission and providing instructions for administering them. They are then to receive them from the staff at the appointed time. A record is kept by the Office. See ADMINISTRATION OF MEDICATION, Appendix F.

## ENROLMENTS

All enquiries are to be directed to the Office. An enrolment application must be received and processed for each student, even siblings of current students.

## ETHOS STATEMENT

See Appendix A.

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### EQUITY

St Michael's College endorses policies, which do not discriminate against any person on the grounds of race, religion, gender, age or disability.

### EXCURSIONS

Excursions are an integral part of the curriculum. Parents will be given appropriate notice of forthcoming excursions. A permission slip will be sent home for parents/guardians to sign. The dress code for the day will be advised in addition to other details. Permission to attend the excursion may be withheld where a student is not correctly dressed. The cost of all excursions are built into the fee structure.

### EXTRA CURRICULA ACTIVITIES

#### DEBATING

An opportunity to participate in debating is given to Year 6/7 students. The debating team competes with others from the Independent Schools on the Sunshine Coast. These competitions are organized by the Sunshine Coast Independent Heads Association (SCIPHA) and are generally held in Term 2.

#### MUSIC

##### Instrumental Lessons:

Instrumental lessons are organised by completing the "Instrumental Music Tuition" Application Form and forwarding it to the instrumental teacher via the Office. The instrumental teacher will make contact with you, discussing with you information concerning the first lesson time and any materials required for lessons.

##### Instrumental Lesson Details:

Music Diary - All students will be issued with a diary. In this book, instrumental teachers will record the required home practice, the next lesson time and communicate with parents.

##### Timetables:

Instrumental teachers will complete their timetables in advance, showing the day of the lesson and the lesson time. Lesson times rotate weekly to ensure class disruptions are kept to a minimum. All students and their classroom teachers will be issued with a timetable.

##### Lesson Payment:

Parents will be invoiced for Music Lessons with the fee accounts.

##### Cancellation of Enrolment:

Lessons cannot cease part way through a term, only at the conclusion of a term, and four weeks notice of intention to cease lessons must be given in writing. Any student wishing to leave the Instrumental Music Program is advised to make an

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appointment with the Principal and their instrumental teacher prior to any final decisions being made.

Membership of the Band:

One of the principal reasons for learning an instrument is to make music with fellow students and friends. All students who learn an instrument are encouraged in time to be part of the College Band, as this allows them to more fully develop musicianship skills.

Any student who participates in the Band program is expected to fulfil the following expectations:

- Be punctual to all rehearsals with all the required equipment (e.g. reeds, valve oil, 2B pencil) with personal copy of the music at all rehearsals.
- Fulfil any practice requirements pertaining to the Band, both personal and sectional.
- Provide assistance with setting up and packing up of Band equipment.
- Always display a desire to achieve excellence in performance.
- Demonstrate stage and rehearsal etiquette at all times

### GRADUATION SERVICE AND DINNER

Traditionally the Graduation Dinner is a special evening organised by the School to celebrate the successful passage of the Year 7 students and their parents through their primary years. It is the second last school day of the year and takes the form of a Church Service followed by a Formal Dinner.

A presentation of graduation folders, power point presentation of their eight years at school, and some final words of advice, encouragement and congratulations bring the St Michael's experience for these students to a close.

Full details of venue and costs are communicated to parents of Year 7 students in advance, along with any special requirements for the evening.

### HOMEWORK

Generally, the purposes of homework are:

- To ensure that work taught in the class is understood, learned and practised;
- To give practice in creative thinking;
- To provide time for learning and memorising facts;

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- To provide time for revision of knowledge already gained;
- To provide students with the opportunity to work alone, help themselves, to tackle academic problems and to learn academic self-discipline; and
- To reveal to students the weaknesses in knowledge and understanding so that they may later ask teachers for help.

The following times are broad guidelines for homework time:

Year level	Homework time
Year 1-2	At least 10-15 minutes each week night
Year 3-4	At least 15-20 minutes each week night
Year 5	At least 30-40 minutes each week night
Year 6	At least 30-40 minutes each week night
Year 7	At least 40 minutes each week night

At the beginning of each year, every student is given a Student Diary in which will be entered a summary of homework tasks to be completed each day. It is expected that students will complete homework on a regular basis.

### HOUSE SYSTEM

There are three sporting Houses within the College. As the house system commenced in 1987 the year that Halley's comet was seen in Australia, the three Houses in the College take their names from astronomers related to finding comets:

**DONATI:** colour - red and white  
**HALLEY:** colour - gold and black  
**TEBBUTT:** colour - purple and green

### HOUSE UNIFORM

Each house has a coloured polo shirt which is available from the College Uniform Shop and should be worn for all Interhouse sporting carnivals, ie Cross Country, Athletics, and Swimming Carnivals. This should be worn with the College unisex blue shorts. See SPORTS UNIFORM

### IDENTIFICATION

All staff, both teaching and non-teaching, wear identification at all times. Pre-service teachers and visiting relief staff will also wear identification. Grounds staff are dressed in appropriate work clothes. The contract cleaning staff clean each day. Visitors to the School, including parents who need to see their children during the day, are to report to the Office, where they will be signed in

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and issued with a Visitors Identification badge. Parents/guardians collecting students outside of school hours are not required to wear identification, though they may be asked to identify themselves under certain circumstances. See COURT ORDERS.

### LEAVE/LATE FOR SCHOOL

Students should be at School by 8.30am and remain until 3.00pm. They must also be punctual for all commitments during the day. Those arriving at Class after the 8.45am bell will be given a Late Mark in the roll. Permission to leave the School grounds during the day to attend medical and dental appointments should be obtained from the Principal as early as possible. Applications for extended special leave during the School Term are to be made in writing to the Principal. Full details and reasons are to be supplied in a letter from the parents/guardian.

Acceptance for enrolment at St Michael's College carries the obligation of full attendance at school. Exemption from attendance for an extended period of leave can only be given by the Principal and must be requested well in advance.

### NEWSLETTERS

The School Newsletter is published each week. It contains correspondence from the staff, upcoming sports details, notices from the P&F and reports of recent/future school activities. Access to this newsletter can be one by of the following:

- Via the School's website;
- Emailed to parents on request;
- Hard copies sent home to parents via students; and
- If all else fails spare hard copies are kept at the Office.

See COMMUNICATION – School to Home

### MOBILE PHONES

While the School acknowledges the need for students to have mobile phones for legitimate reasons, the following guidelines must be followed:

- Mobile phones are to be handed in at the Office each morning when the student arrives and picked up on departure.
- If staff find students in possession of mobile phones throughout the day, the phone will be immediately confiscated and retained by the Office until collected by a parent.

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### PARENT-TEACHER INTERVIEWS

Parents have the opportunity to talk to teachers at various parent/teacher afternoons during the year. On such afternoons/evenings, parents book a 15 minute time slot to discuss progress. Written Reports will be generally issued with an opportunity for an interview. Interviews with teachers can be arranged at any time during the year through the Office.

### QUEENSLAND STUDIES AUTHORITY

The Queensland Studies Authority provides a coordinated approach to curricula from Years 1 to 12 and plays an advisory nature of the primary curriculum at present.

### RECEPTION

Parents and visitors need to report to the Office when paying accounts, collecting students from the sick room, or collecting students from classes during school hours.

### ROLL MARKING

Attendance Rolls are marked at the beginning of each day and the Office is informed of unexplained student absences. Parents/guardians will be contacted in these instances. See ABSENT FROM SCHOOL.

### SICK ROOM

The Sick Room is located at the side entrance of the Reception area. If unwell, students are sent to the sick bay with a note from the classroom teacher. They may also receive basic first aid (band aids and icepacks). If necessary the parents of sick or unwell students will be contacted by the Office. As the Sick Room has limited facilities parents are asked to collect their children as soon as possible.

A note validating the cause of the student's absence is required from home on the first day of the student's return.

### SMOKING

The buildings and grounds of the School have been declared totally smoke free. This applies to any person on any part of the School grounds.

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### SPORT

All students are strongly encouraged to participate in as many of the sporting opportunities offered at the school. Sport should be regarded as one component of a full and active life, not the only component. Students are to be made aware that their academic commitments are of prime importance. If they wish to pursue more than one sporting activity at a time, they may, provided that they are able to fulfil all requirements of both and that the Principal and parents feel they are competent to maintain the workload.

This is a Christian School and players should be Christian in their approach, developing a healthy respect for all opponents. To assist in guiding our students, the School has adopted the Australian Sports Commission 'Codes of Behaviour' for Students, Parents, Coaches and Spectators. See SPORTING CODE OF BEHAVIOUR.

#### Selection Trials:

Students will be notified of the times and dates for the trials for the District, Regional and State sports carnivals offered during the year.

### SPORTS (INTERHOUSE)

St Michael's College students participate in Inter-House Swimming, Cross Country and Athletics competitions to score points for their respective Houses. Participation by all students in these competitions is expected.

#### Coaches:

The School encourages parents to consider sharing their expertise and joining the coaching staff.

#### Umpires and Referees:

Qualified people are always in demand to offer their services to assist the College in this very important function.

### SPORTING CODES OF BEHAVIOUR

The following statements are derived from the pamphlet 'Codes of Behaviour' produced by the Australian Sports Commission:

#### Students

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.

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- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays, whether they are made by your team, or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### Parents

- Remember that children participate in sport for their enjoyment.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

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### Coaches

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just-average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of very young person regardless of their gender, ability, cultural background or religion.

### Spectators

- Remember that children participate in sport for their enjoyment.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.

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- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of very young person regardless of their gender, ability, cultural background or religion.

### STRUCTURE OF SCHOOL

St Michael's College is operated by the St Michael's College Inc. The Board appoints the Principal as its Executive Officer. The Principal is responsible for all aspects of the running of the school, including the appointing of staff and the recruiting of students. The Principal reports regularly to the Board and advises it on matters of structure, policy and strategic planning.

The Principal is assisted by the Deputy Head of School, who is in charge of daily operations. The Business Manager manages and advises on financial matters, in addition to this oversees the maintenance of buildings, grounds and other developments. They also assist the Principal in strategic planning.

The Deputy is responsible for all matters associated with the teaching and learning and is responsible for all matters associated with the Queensland Studies Authority. See QUEENSLAND STUDIES AUTHORITY.

The Deputy administers all practical aspects of the day-to-day running of the School associated with scheduling and provision of facilities and equipment required by teaching staff, and is also responsible for all manner of lists and duties required in the control of daily matters.

The Student Activities Coordinator is responsible for all sporting and extra curricular activities, including camps, excursions and trips. She liaises with other staff in all other major events and is assisted by teaching staff.

There is a Chaplain available for counselling and other support to students and staff and their families as required. All the teaching staff are assisted and supported by specialist staff, teacher aides, clerical staff, grounds staff and the Administration team.

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### SUITABILITY CARD

The Commission for Children and Young People requires that all adults working in schools, other than registered teaching staff and parents of current students must be issued with a Suitability Card. This involves a police check. It applies to all non-teaching employees of the school, employees of service companies who provide a regular service to the school and volunteers who assist in the school or are involved in coaching or running extra-curricular activities. Details and an application form are available from the Business Manger. The School reserves the right to request that adults, who work with students, apply for a Suitability Card.

### SUN SAFE POLICY

The School insists on the implementation of sun safety practices for all of its students. Students are required to wear a School uniform hat or School sports hat at all times when outdoors. Sunscreen is available for student and staff use.

### TERM DATES

Details are published each year in the Calendar and the newsletters. Term dates must be strictly observed unless leave has been granted well in advance by the Principal.

Term	Date	Pupil Free Day
1	29 <sup>th</sup> Jan – 30 <sup>th</sup> Mar	Nil
2	16 <sup>th</sup> Apr – 22 <sup>nd</sup> Jun	9 <sup>th</sup> Jul
3	10 <sup>th</sup> Jul – 21 <sup>st</sup> Sep	14 <sup>th</sup> Aug
4	8 <sup>th</sup> Oct – 6 <sup>th</sup> Dec	22 <sup>nd</sup> Oct

### TRANSPORTING STUDENTS IN STAFF VEHICLES

School policy is that staff are not encouraged to transport students in their private vehicles, unless written permission has been obtained from the student's parent, or except in an emergency.

### TRANSPORT TO AND FROM SCHOOL

#### Bribie Island Coaches

Parents are advised to contact the bus company before the commencement of the School year to establish stops (pick up/set down) and weekly fares.

It is the responsibility of parents to ensure that arrangements are made for the safe transport of their children to and from School. For the safety of all and the

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good reputation of the School, all students are expected to conduct themselves in an exemplary way, while using public transport.

### DROP OFF POINTS

Students may be dropped off and collected on the school grounds from the College Car Park – to the left of the pedestrian crossing. In the interests of safety and compliance with local council laws for all our users, dropping and picking up students is not allowed in the bus zone in the front of the School. Parents need to seek permission to use the driveway down to the College campus. Parents are not to drop off and pick up students in the Staff Car Park in front of the Administration building or near the demountable blocks. Your cooperation with regards to this matter would be appreciated. Parents are asked to ensure no child/student is left at the school grounds later than 3.15pm unless prior arrangements have been made.

### TUCKSHOP

The tuckshop is operated by the P&F Association for the benefit of the students and staff. Students use the Bag System for placing lunch orders on each Tuesday for Wednesday tuckshop. Lunch bags are to be placed in a designated container outside the Administration block before school starts on Tuesdays for collection by the tuckshop volunteers. Students who wish to purchase ice-blocks from the Tuckshop at lunchtime may do so after the eating bell rings.

### UNIFORM SHOP

All uniform items are available and must be purchased from the **College Uniform Shop** on the Campus, unless College stock is still available at Lowes in Morayfield. EFTPOS facilities are available.

The College uniform operator is Mrs Kathy Wallis, who can be contacted on:

PHONE: (07) 5428 1946  
MOBILE: 041 3958774  
FAX: (07) 38898956  
EMAIL: [orders@collegeuniformshop.com.au](mailto:orders@collegeuniformshop.com.au)

### VALUABLES

While all reasonable care is taken by the School to provide security for personal items, it is impossible to guarantee security of property. Therefore students are strongly advised not to bring valuable personal items, mobile phones, large sums of money etc. to school.

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### VOLUNTEERS

St Michael's College offers many opportunities for parents to become involved in a voluntary capacity. It does not matter if you only have a few hours to offer. There are many rewarding things that you can offer to do:

- Reading/Maths support
- Assist with coaching (if you have special skills or interest in sports)
- Offer to umpire or referee games (if qualified)
- Offer to help with providing weekly Tuckshop
- Participate in /organize fundraising events
- Help with concert/musical costumes/props/backdrops etc
- Participate in class parent rosters
- Offer any assistance for areas you may be skilled in.

If you would like to help in the School please see either your student's Class Teacher or the Principal/Deputy.

## **Appendix A**

### ST MICHAEL'S COLLEGE EDUCATIONAL PHILOSOPHY

The objects of the College are to advance education, for the public benefit.

Specifically, the principal method of achieving this object of the College is to establish and maintain an independent, Christian, co-educational school, operated in accordance with the Christian religious principles of the Confraternity of the Kingdom of Christ.

The school aims to provide a caring and supportive environment dedicated to the development of balanced individuals committed to Christian ideals, personal excellence, responsibility, and a lifelong desire to acquire and apply knowledge.

The College aims to ensure the ongoing sustainability and ethos of the school by:

- Developing within the school community a belief in God and a Christian way of life, by example, pastoral care and counsel.
- Developing the child's full potential – academically, socially, spiritually and physically, thus ensuring integrity, respect of truth, self discipline, good manners and courteous behaviour.
- Educating students to become sensitive to, and appreciative of differing cultures and religious beliefs.
- Awakening environmental awareness and responsibility within the College community.
- Fostering positive relationships within the College community, including students, staff, parents and friends.
- Aspiring towards world's best practice in youth education and development.

The School pursues its mission by educating students according to the School motto. The School's motto is:

**WISDOM THROUGH GROWTH**

## **Appendix B**

### ANTI-RACIAL DISCRIMINATION POLICY

In Commonwealth and State and Territory legislation there are sanctions against both direct and indirect racial discrimination.

Direct discrimination occurs where a person is treated less favourably than another person of a different race; or when a person is disadvantaged and treated less favourably than someone else because of their race, colour, descent or national or ethnic origin.

Direct discrimination can occur regardless of the perpetrator's motive and whether or not he/she is aware of the discrimination or considers the treatment less favourable. If one of the reasons for the less favourable treatment involves considerations of race or ethnic origin, the action will be unlawful discrimination even if that reason was not the dominant or substantial one for carrying out the act.

Indirect discrimination occurs when a practice or policy appears to be fair because it treats everyone the same way, but in effect it disadvantages a higher proportion of people from one racial or ethnic group and is not reasonable in the circumstances.

St Michael's College is totally opposed to racial discrimination, harassment or vilification.

St Michael's College operates education programs to address racism within the School and ensure that staff and students understand and fulfil their responsibilities. Staff and students work at their best only in a supportive, non-hostile environment.

To this end, awareness of St Michael's College anti-racism policy will be part of the induction process for all new employees, and ongoing education for staff, including those holding positions of responsibility.

St Michael's College operates a complaints procedure to provide a mechanism for investigation within the School. Disciplinary action will be taken against those found to have engaged in racial discrimination, harassment or vilification.

Sources:

- Commonwealth Racial Discrimination Act (1975)
- Commonwealth Racial Hatred Act (1995)
- Human Rights and Equal Opportunity Commission Act (1986)
- <http://www.racismnoway.com.au/library/legislation>

## Appendix C

### COMMUNICABLE INFECTIONS AND ILLNESSES

CONDITION	CASES	CONTACTS
Chickenpox and Shingles	Exclude until fully recovered or at least 5 days after the eruption first appeared. (Some remaining scabs are a reason for continued exclusion)	Exclude children with immune deficiencies (e.g. Leukaemia or chemotherapy), otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has stopped.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, intestinal worms)	Exclude until diarrhoea has stopped.	Not excluded.
Glandular Fever (Mononucleosis)	Exclusion not necessary.	Not excluded.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Headlice	Exclude until day after proper treatment has started.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the jaundice or illness started.	Not excluded.
Hepatitis B.	Exclusion not necessary.	Not excluded.
Hepatitis C.	Exclusion not necessary.	Not excluded.

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Herpes (cold sores)	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)	Not excluded.
Human immune deficiency virus infection (HIV/AIDS virus)	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.	Not excluded.
Impetigo (school sores)	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing)	Not excluded.
Influenza and influenza-like illnesses	Exclude until well.	Not excluded.
Measles	Exclude for at least 4 days after rash has started.	Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school or centre if immunized within 72 hours of contact with the first case.
Meningitis (other than meningococcal infection)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until carrier eradication antibiotic course is completed.	Not excluded. Close contacts should take antibiotic (rifampicin). Public Health authorities will advise.
Molluscum Contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for 9 days or until swelling goes down.	Not excluded.
Parvovirus (erythema infectiosum or "Fifth Disease")	Exclusion not necessary.	Not excluded.
Ringworm, Scabies, Pediculosis, Trachoma	Exclude until day after proper treatment started.	Not excluded.

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Rubella (German measles)	Exclude until fully recovered or for a least 4 days after the rash started.	Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP.
Streptococcal infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.	Not excluded.
Typhoid Fever (including paratyphoid fever)	Exclude until a medical certificate of recovery is received.	Not excluded unless advised by public health authority.
Whooping Cough (pertussis)	Exclude for 21 days from onset or until child has taken 5 days of a 10 day course of antibiotics (erythromycin).	Exclude non-immunised household contacts aged less than 7 years, and children who are in close contact who are less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken 5 days of a 10 day course of antibiotics (erythromycin). If necessary contact your nearest public health unit for advice.

## **Appendix D**

### ACCEPTABLE USE POLICY FOR USERS OF INFORMATION TECHNOLOGY

#### **STUDENT ACCEPTABLE USE POLICY.**

##### **INTRODUCTION:**

St Michael's College has a fully networked computer system with students having access to approximately 50 terminals throughout the school. The Network, (computers linked to each other) allows students and teachers access to common resources from any terminal within the school, including word processing, databases, graphics, spreadsheet programs, reference materials, computer assisted learning CD-ROMS, the Internet and in certain circumstances, e-mail.

##### **PURPOSE:**

Our purpose in providing this service to teachers and students is to promote educational excellence at St Michael's College by facilitating resource sharing, innovation and communication. The students will be using the network to create, store and publish their work and use the Internet to access information, be involved in online projects and communicate with fellow students from all over the globe and to share what they have learned.

The Internet is a network of computer networks, where computers can speak to each other using telecommunications. But just as Caboolture is more than a network of houses, the Internet is also more – it is the collective initiative of millions of people from all over the world and walks of life who communicate through this electronic means. The Internet therefore is a constantly changing storehouse of information and resources. Our access to the Internet is through a satellite, housed on the Administration building.

##### **THE ACCEPTABLE USE POLICY:**

We believe that introducing students to the vast resources of the Internet should be a partnership with parents, students and the College. We also believe the access we are providing is a privilege and not a right and therefore there are responsibilities for all involved.

An Acceptable Use Policy identifies acceptable uses of both the St Michael's College Network and the Internet and those which are not. It involves issues of:

- Educational usage
- Student safety
- Online conduct
- E-mail
- Privacy

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- Intellectual property
- Password protection
- Hacking and piracy

This policy is provided so that you are aware of the responsibilities that come with access to the College Network and Internet.

### RESPONSIBILITY OF THE SCHOOL:

At St Michael's College, teachers take all reasonable measures to ensure that students use the computer network correctly. They;

1. provide activities that maximise the benefits of the Network and the Internet to enrich and enhance their classroom programs
2. minimise the potential for inappropriate use of the Network
3. follow security procedures to prevent unauthorised access to the Network
4. supervise students using the Network
5. teach children the correct use of equipment and correct online etiquette including respecting the privacy of other student's work and the need to keep their personal information private
6. ensure the students know how to search safely and effectively and how to exit from an inappropriate site immediately
7. help students learn to evaluate web sites using a variety of criteria
8. adhere to the concept of intellectual property and moral rights and ensure students know what is meant by copyright and how to cite works correctly.

### RESPONSIBILITY OF STUDENTS:

As a user of the St Michael's College computer facilities and Network, students must remember that this is a privilege and not a right. Students are being asked to accept an important responsibility that comes with having access to the Network and the Internet.

#### **Acceptable use includes the following:**

1. being cooperative by using the Network and the Internet to complete activities related to class work and educational matters
2. being caring by assisting other students, where appropriate, to do the right thing and learn new skills
3. being courteous by leaving computers ready for the next user and leaving the computer rooms clean of rubbish

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4. being careful by using the following Network etiquette:
  - creating and editing only their own work
  - respecting the privacy and integrity of other student's work
  - keeping their passwords private (year 6/7)
  - keeping their own identity private and protected
  - being polite when emailing
  - using appropriate language and checking spelling and grammar before sending e-mail. (Students must remember they are representing the school)
  - knowing that work not created by them does not belong to them. If using resources from another source, students must acknowledge the owner.

### **Unacceptable use includes the following:**

1. interfering with the work of others on the network
2. disrupting the network
3. unplugging any cables or peripherals from College terminals
4. change any settings on the College terminals
5. transmitting or deliberately accessing material which may be
  - harmful emotionally or physically
  - is in bad taste
  - contains sexually explicit material
6. violating the privacy of others
7. violating Commonwealth, State or territory law
8. communicating any information that contains passwords, addresses, phone numbers or other confidential information without the prior consent of the organisation to which it belongs
9. using the network for commercial activity

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### 10. making unauthorised copies of licensed software

In the circumstance where these regulations are broken, firm and reasonable action will be taken. For first offences, a user will lose their access to the Network for a period no less than a week and parents informed. Repeat offenders will lose access for no less than a term and parents informed. The decision in such matters of what is inappropriate use and accompanying penalties lies with the Network Administrator, the Principal and the classroom teacher. Their decision will be final.

All students and parents of St Michael's College must sign the accompanying Acceptable Use Policy before students will be allowed access to the school's Network and Internet. This form will remain current for the duration of the student's enrolment at the College. Please retain this Acceptable Use booklet for your information and return the signed AUP to the Green Box ASAP. Please ensure a separate AUP is signed for each student.

Thank you,  
Mandie Gardiner  
Network Administrator.

***Please detach, then complete a separate declaration for each child enrolled and return to the College.***

ST MICHAEL'S COLLEGE ACCEPTABLE USE  
POLICY  
COMPUTER FACILITIES AND INTERNET

I have read and understood the attached information booklet regarding the appropriate use of the St Michael's College Network and Internet connection. I understand that this form will be kept on file at the College for the duration of my child's enrolment and I give permission for my child to access the Network and the Internet as outlined in this booklet. I am also aware that my child's classroom work may occasionally be published on the College website and that their Christian name or a photo may at some time be used.  
*(At no time will names and photos be used together.)*

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

Office use only Date: \_\_\_/\_\_\_/\_\_\_

Signed: \_\_\_\_\_

## Appendix E

### DRESS CODE

#### **COMPULSORY GIRL'S UNIFORM**

Prep girls will wear their new Prep House Coloured Polo shirts and unisex shorts with school emblem, white College socks with maroon stripes and plain, black lace up joggers each day.

A royal legionaries hat with the College logo needs to be worn to and from school and at break times each day. Hats should be named inside the lining or inside the crown, not on the brim.

Each garment should have names marked clearly on the inside.

Preps are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

Year 1 - Year 5 girls will wear a **mid knee length** patterned dress with a single bow tie, white College socks with maroon stripes and black, leather, lace up school shoes. OPTIONAL skin coloured tights can be worn for Winter only.

A maroon hat with the College logo needs to be worn to and from school and at break times.

Each garment should have names marked clearly on the inside.

Girls in Year 1-5 are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

Years 6-7 girls will wear a blue College blouse with a double bow and **mid knee length** maroon skirt, with white College socks with maroon stripes and black, leather, lace up school shoes.

A formal hat needs to be worn to and from school and a blue College broad brimmed "surf hat" will be worn during break times each day.

Each garment should have names marked clearly on the inside.

Girls in Years 6-7 are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

#### **COMPULSORY SPORT'S UNIFORM**

##### SPORTS UNIFORM

Girls in Year 1 – 7 are required to wear the College blue and maroon sports shirt with blue unisex shorts with the College logo, white College socks with maroon stripes and plain, black lace up joggers.

Girls in 1 to Year 5 are required to wear a maroon hat with the College logo for sport's days and carnivals.

Preps are required to wear royal legionaries hat with college logo for sports days and carnivals.

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Girls in Year 6-7 are required to wear a blue College broad brimmed "surf hat" for sport's days and carnivals.

Girls are allowed to wear maroon running shorts for field events only.

Girls in Prep – Year 7 are to wear House coloured polo shirts for all Interhouse sporting carnivals instead of the College Sport's shirt.

### SWIMWEAR

All girls will be required to wear the College royal blue togs for Swim School and carnivals.

### HAIR

All girls' hair must be kept clean, well groomed and of the student's natural colour. Girls with hair longer than the top of the collar must tie their hair up off the collar using ribbons, scrunchies, or fasteners in the School's colours of maroon. A variety of these maroon accessories are available at the Uniform Shop.

## COMPULSORY BOY'S UNIFORM

Prep boys will wear their new Prep House Coloured Polo shirts and unisex shorts with school emblem, with white College socks with maroon stripes and lace up, plain, black joggers each day.

A royal legionaries hat with the College logo needs to be worn to and from school and at break times each day. Hats should be named inside the lining or inside the crown, not on the brim.

Each garment should have names marked clearly on the inside.

Preps are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

Year 1 - Yr 3 boys will wear a patterned shirt with grey school shorts, grey socks with maroon stripes and black, leather, lace up school shoes.

A maroon hat with the College logo needs to be worn to and from school and at break times.

Each garment should have names marked clearly on the inside.

Boys in Year 1-3 are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

Year 4 -5 boys will wear will wear a patterned shirt with College dress shorts with a belt, grey socks with maroon stripes and black, leather, lace up school shoes.

A maroon hat with the College logo needs to be worn to and from school and at break times each day.

Each garment should have names marked clearly on the inside.

Boys in Years 4-5 are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

Years 6-7 boys will wear a blue College shirt and a College tie, with College dress shorts with a belt, grey socks with maroon stripes and black, leather, lace up school shoes.

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A formal hat needs to be worn to and from school and a blue College broad brimmed "surf hat" will be worn during break times each day.

Each garment should have names marked clearly on the inside.

Boys in Years 6-7 are required to use the ergonomically designed, regulation School bag, which can be purchased from the Uniform Room. Bags should have names marked clearly on the outside.

### **COMPULSORY SPORT'S UNIFORM**

#### SPORTS UNIFORM

Boys in Year 1 – 7 are required to wear the College blue and maroon sports shirt with blue unisex shorts with school emblem, white College socks with maroon stripes and plain, black lace up joggers.

Preps are to wear their new prep house polo shirt with royal unisex shorts with school emblem & royal legionaries hat with school logo for sports days and carnivals.

Boys in Prep to Year 5 are required to wear a maroon hat with the College logo for sport's days and carnivals

Boys in Year 6-7 are required to wear a blue College broad brimmed "surf hat" for sport's days and carnivals.

Boys are allowed to wear maroon running shorts for field events only.

Boys in Prep – Year 7 are to wear House coloured polo shirts for all Interhouse sporting carnivals .

#### SWIMWEAR

All boys will be required to wear the College royal blue togs for Swim School and carnivals.

#### Hair

All boys' hair must be kept clean, well groomed, of conservative length and cut in an appropriate and traditional style, and of the student's natural colour, and may be no longer than the top of the collar.

**Appendix F**

ADMINISTRATION OF MEDICATION BY SCHOOL OFFICER

*NOTE: This form must be completed prior to any medication being administered to a child by a school staff member.*

**SECTION A: -MEDICATION INSTRUCTIONS FROM THE MEDICAL PRACTITIONER**  
**PRESCRIPTION MEDICATION**

Name: -----

Address: -----

Telephone -----

I have prescribed the Medication -----

For -----  
(Name of Student)

to treat the condition of -----  
(Name of Medical condition)

to be administered -----      -----  
(dose)      (frequency/time)

until -----  
(cessation date)

Special arrangements: (eg self-administration, monitoring the student after administration, side effects, emergency actions.)

SECTION B: - NON-PRESCRIPTION MEDICATION -Please indicate those medications which may be administered to the student by the nominated Teacher.

- Panadol ..... Pain, Headache, Fever
- Lomitol/Immodium ..... Gastritis
- Nurofen..... Pain, Headache, Fever
- Phenergen ..... Allergic Reactions, Sinus, Hayfever
- Dimetapp ..... Congestion, Sinus

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- Strepsils (or similar) .....Sore Throat
- Pain Stop.....Pain, Headache, Nausea
- Clarantyne.....Sinus, Hayfever
- Other  
(please specify)\_\_\_\_\_

for the treatment of .....

.....  
(Signature of Medical Practitioner) (Date)

<b>SECTION C: PARENTS</b>	
I request administration of medication as prescribed above for my son/daughter.	
Full Name of Student: _____	
Date of Birth: _____	Class: _____
Signature of Parent: _____	Date: _____
Please print name here: _____	

SPECIAL CONSIDERATIONS (Please specify relevant details)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School Authorisation: \_\_\_\_\_

Authorised  
(Deputy Head of School)

Date

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### NON-PRESCRIPTION MEDICATION AND OVER-THE-COUNTER REMEDIES

Due to recent changes in policy of The Association of Independent School Queensland (ISQ) and the St Michael's College Administration it is no longer permissible for staff to administer any form of non-prescription medication unless the conditions are met as outlined below. This includes cold and flu tablets, Panadol or similar over-the-counter medication.

In order to maintain the high standard of care that we provide for our students when on camps, tours or excursions we will be implementing the following procedures:

- Non-prescription medication will be administered by allocated staff whilst on camp, tour or excursion only if said medication is accompanied by written advice from a medical practitioner and parental permission.
- Students who are not accompanied by the appropriate documentation (see section above) will be taken to local medical centres or hospitals for assessment and subsequent administration of any medication. The costs of such treatment and visits will be met by the school initially and the bill forwarded to parents upon return.
- Students who require medication such as Ventolin puffers to control Asthma and have lodged the correctly documented Action plan (which includes written advice from a medical practitioner and parental permission) will be permitted to carry the necessary medication.

If parents are aware of a student's medical condition that may require this type of over-the counter medication, a visit to the doctor and an accompanying letter from the medical practitioner and a written request from the parents would provide the cover necessary for staff to be able to supervise the administration of the medication.

Please do not allow students to carry their own non-prescription medication with them on camps, tours or excursions. The College apologises for any inconvenience that these rulings may cause.

## Appendix G

### FEES AND PAYMENTS POLICY

The scope of the policy is to:

- Advise parents of tuition fees to facilitate budgeting for the cost of sending their child/ren to St Michael's College
- Offer a range of payment options to assist families with budgeting and provide flexibility in meeting fee commitments
- Offer opportunities for families to discuss their needs in relation to fees

### POLICY

St Michael's College charges fees to cover costs associated with providing educational opportunities to students and to generate resources to fund future developments.

Timely payment of fees is a condition of enrolment of children at St Michael's College.

Fee increases may occur on a regular basis, generally following an annual review.

Increases in fees at St Michael's College are communicated in writing to families at least thirty days prior to the effective date of such increase.

Fees are inclusive of all curriculum related costs, including camps, excursions, bus costs, swim school, cultural events and any other sports programs.

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## FEE POLICY PRINCIPLES

*Effective 1<sup>st</sup> January, 2007*

### Method of Payment

The preferred methods of payment for tuition fees will be:

- Cheque
- Periodic payment
- Internet banking
- Cash may be accepted but is not preferred due to security concerns

### Time of Payment

One of the following options may be negotiated:-

- **Annual Payment in full**  
Fees paid in full by 9<sup>th</sup> February 2007 will attract a discount of 3%.
- **Payment per Term**  
Four equal payments, one per Term, each made within 14 days of the commencement of the Term or 14 days from the statement date (if statements are issued after students return each Term).
- **Payment Monthly or Fortnightly**  
Payments made by ten equal monthly or twenty equal fortnightly remittances from your Bank Account via periodic payment (PP) or by internet transfer. Fees must be fully cleared by 30<sup>th</sup> November 2007.
- **Family Discounts**  
Family discounts on the tuition fee component of fees apply to siblings enrolled at St Michael's College.  
The discounts are 2.5% of the tuition fees of the second child attending St Michael's College and 45% of the tuition fees of the third or more children attending.  
The eldest child attending will always be levied 100% of the standard fees.

### Annual Fees 2007

Prep	\$2,995
Years 1-7	\$2,760

### Dishonour Fees

Any cheques dishonoured by a Bank will attract a fee of \$30.00.

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### **Late Payment Fees**

Fees that are not paid by the due date will attract a charge of \$50.00.

### **Withdrawal of Students**

One Term's notice in writing to the Principal is required in the event of a student's withdrawal from St Michael's College. Failure to provide such notice may result in the liability of one Term's fees in lieu.

### **Concessions**

St Michael's College acknowledges that situations may arise that result in financial hardship to families. Requests for fee relief in such circumstances will be considered in the light of the needs of the family, and the needs of St Michael's College to maintain sound economic management.

Typically such applications initially will involve a meeting with the Business Manager.

The Board of Governors will exercise its discretion in each case. Any arrangements accepted for fee concession will be for a period not exceeding the current year.

## **OTHER CHARGES AND FEES**

### **Application for Admission**

A non-refundable fee of \$20 is payable in advance to cover the processing of applications.

### **Enrolment Bond**

A bond of \$250 per family must be paid on the acceptance of an enrolment of a new student commencing at St Michael's College. This bond is refunded when the last child of the family leaves St Michael's College.

If a student who is the only child attending St Michael's College is withdrawn, and the appropriate notice has been given, and the fees account is fully paid, the bond will be refunded.

In the event that a student/s is/are withdrawn without the required notice this deposit will be applied towards fees charged in lieu of notice.

Where the fees account has not been cleared the deposit will be applied against the account before considering fees in lieu or refunds.

### **Building Fund**

Families are encouraged to donate \$250 per family towards the building fund. Contributions to the Building Fund are applied to the development of new buildings and maintenance of existing ones. These contributions help the College to provide resources of the highest standard for our students and staff

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community and hence all academic endeavours. The facilities enjoyed by your child/ren have been provided in part, from previous contributions to the Building Fund. These contributions are fully tax deductible.

### **DEBT RECOVERY**

The Fees policy presumes that fee accounts will be paid when due.

Where families have failed to pay fees or have not negotiated arrangements acceptable to the Board of Governors, a number of measures to recover outstanding debts may be instituted, including, but not limited to, legal action and exclusion of students from St Michael's College.

### **FURTHER INFORMATION**

Should you wish to discuss matters relating to fees, please make an appointment in the first instance with Mr Ian Morris, Business Manager, or Sr Veronica, Principal.